

Title	Mobile Device Approval Policy
Type	Policy
Category	Security
Effective Date	April 21, 2015
Approved	
Revised	April 21, 2018
To Be Reviewed	April 21, 2016
Scope	Applies to all City staff regarding the approval, monitoring and use of a City supplied or personally owned mobile device.
	<p><u>Definitions</u></p> <ul style="list-style-type: none"> • Mobile device – a wireless, portable device that allows a user to access data and information from the city’s network. A mobile device includes the following types of equipment: • Smartphone – a mobile device with multifunctional features that includes an operating system, internet access, and messaging system • Cellular telephone (or cell phone) – a mobile device that can make and receive telephone calls, pictures, video, and text messages. • Tablet Computer – a wireless, portable flat-panel personal computer with a touch screen interface and no primary ability to function as a telephone.
Policy	Mobile devices are provided for official city business use and are made available to employees in positions where the associated benefits, like improved service and responsiveness to citizens or other city employees, justify the additional operating costs. Although the value of mobile devices is recognized, they are costly to operate and expenditures need to be controlled. Therefore, it is the policy of the City of Albuquerque that authorization to purchase and use mobile devices will be limited to certain circumstances, when other means of communication are

determined to be impractical or less cost effective.

It is the responsibility of each Director for the approval and enforcement of this policy.

In some cases it may be deemed necessary and more cost effective to utilize a monthly cellular telephone stipend in an amount determined by the City. The monthly stipend amount will be determined by the Office of Management and Budget (OMB) and reviewed and adjusted annually to ensure cost effectiveness. All requests for cellular telephones or stipends must be made by submitting the *Mobile Device Authorization Form* to the Telephone Division of the Department of Technology and Innovation (DTI) and signed by the requesting Department Director and Fiscal Manager. Final approval will be made by the Chief Administrative Officer or his designee.

Rationale Information technology protection requires continuous efforts to secure the information systems for critical infrastructure, including emergency preparedness communications, and physical assets that support such systems. Protection of these systems and the data which resides on systems is essential to consistent and effective service delivery.

Reference *Department of Technology and Innovation Mobile Device Approval Process and Use.*